



#8361

Deputy Court Clerk I

Jefferson County Clerk of Courts is seeking an individual with exceptional organizational and customer service skills to maintain court records and/or bookkeeping records. This full time position requires effective communication and high attention to detail.

Qualified candidate must have high school diploma, 1-2 years general office experience with an emphasis on customer service, general bookkeeping and previous computer experience or equivalent. Previous legal experience beneficial. Jefferson County Clerk of Courts conducts pre-employment background checks.
Starting pay: \$13.46/hr.

Application review begins March 27, 2015. Position open until filled. Visit www.jeffersoncountywi.gov or Human Resources for position details and application. Submit application online or send to: Jefferson County Human Resources, 311 S. Center Ave., Jefferson, WI 53549.

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